# Windows XP/2000/NT: Connecting to Mildred
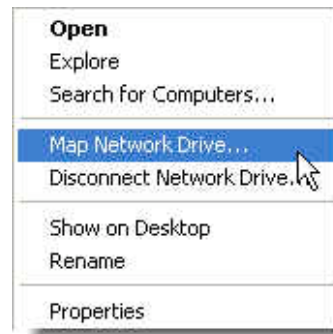
The Alfred server has been replaced by the Mildred server

## Three methods

---

## A. My Network Places or My Computer icon

1. Locate **My Network Places** or **My Computer** icon on Desktop (2000/NT) or on Start menu (XP)

2. **Right Click** on icon

3. From the menu, choose **Map Network Drive**

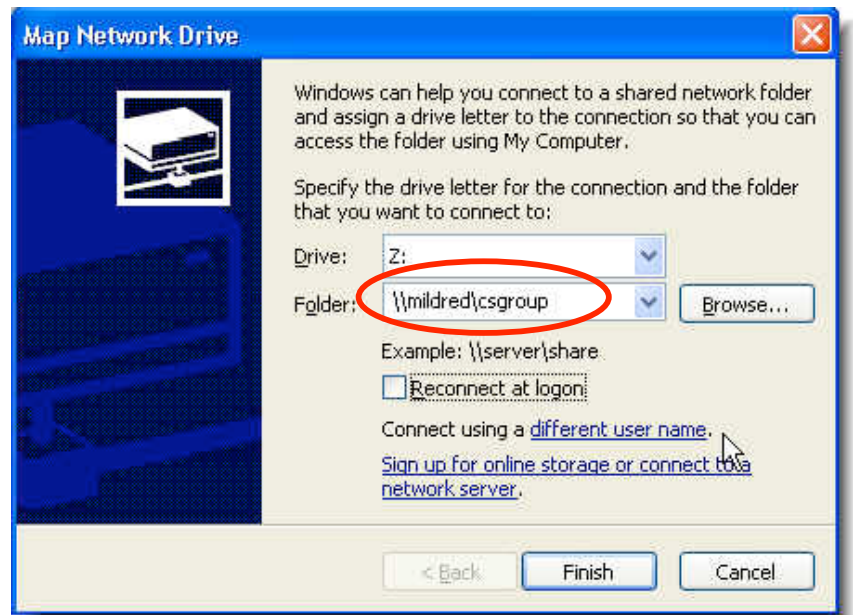4. The **Map Network Drive** Window opens

5. In the Folder field type the name of the server and folder

The syntax is \\servername\foldername

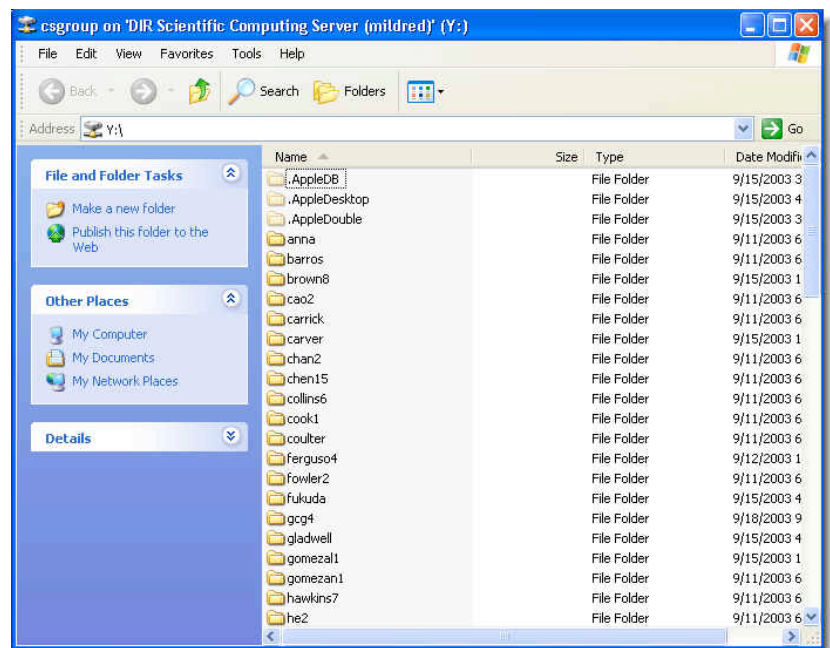For the **Core Sequencing** group the address is:

**\\mildred\csgroup**

**Hint:** The **Backslash** ( \ ) is usually located directly above the **Enter** key



> **Note:** To skip steps 7-8 and go directly to your Folder add another backslash and your folder name: **\\mildred\csgroup\yourfoldername**
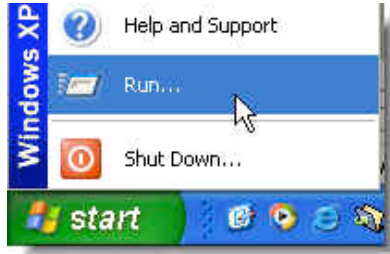
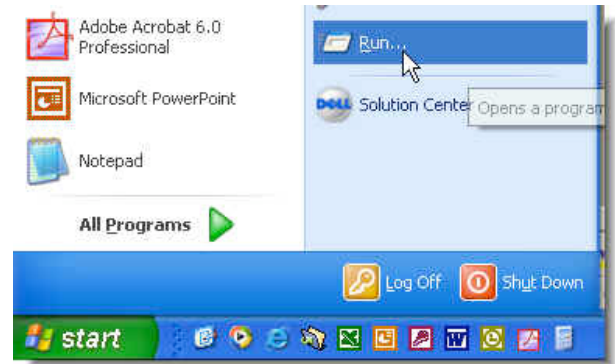6. Click on the **Finish** button
7. The **csgroup** folder window opens



8. Locate and open your folder

**B.** **Use the Run window to connect to Mildred**

1. Click the **Start** button in lower left of screen
2. Move cursor up and select **Run**



**XP/2000/NT Classic Start menu**          **XP Start menu**

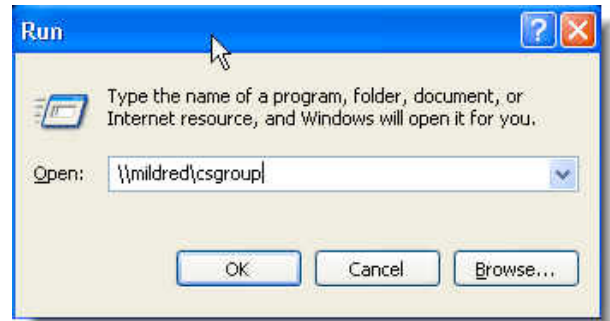> **Note:**  Keyboard shortcut Windows key ⊞ + **R**

3. The **Run** window opens
4. In the **Run** window, type the address of the server.

   The syntax is
     \\servername\foldername

   For the **Core Sequencing** group the address is:
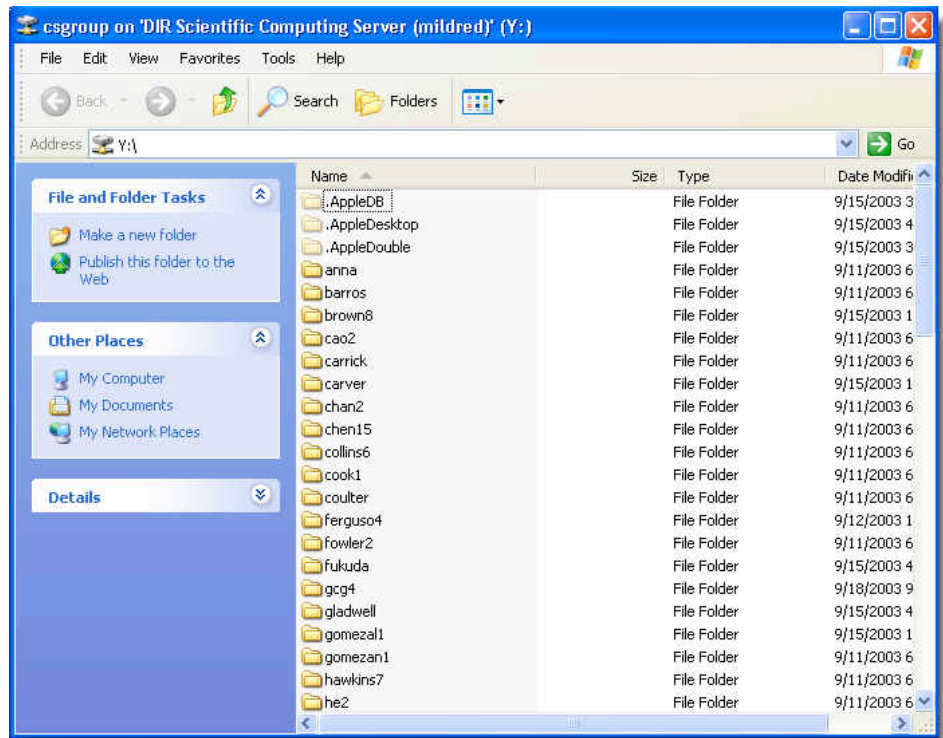
   **\\mildred\csgroup**



> **Note:**  To skip steps 6-7 and go directly to your Folder
>              add another backslash and your folder name:
>              **\\mildred\csgroup\yourfoldername**

5. Click the **OK** button

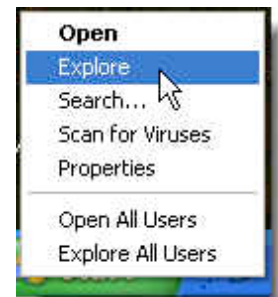6. The **csgroup** folder window opens.



7. Locate and open your folder

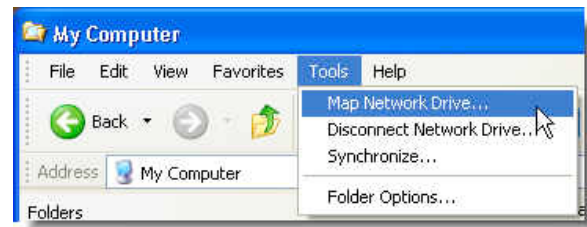**C.** **Use the Explorer window to connect to mildred**

Open an Explorer window

1. **Right click** on the **Start** button in lower left of screen
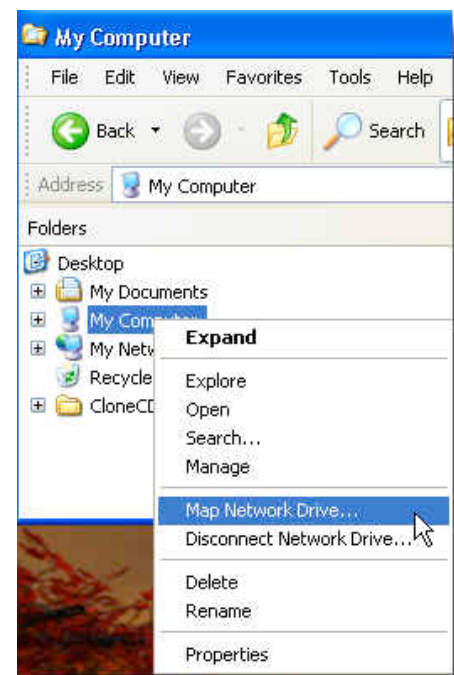
2. From the menu, choose **Explore**

| Note: | Keyboard shortcut Windows key 🪟 + E |

3. The Explorer window opens

4. Here are **Two** different methods for mapping a drive from the Explorer window:

    a. From the **Tools** menu choose **Map Network Drive**

    **OR**
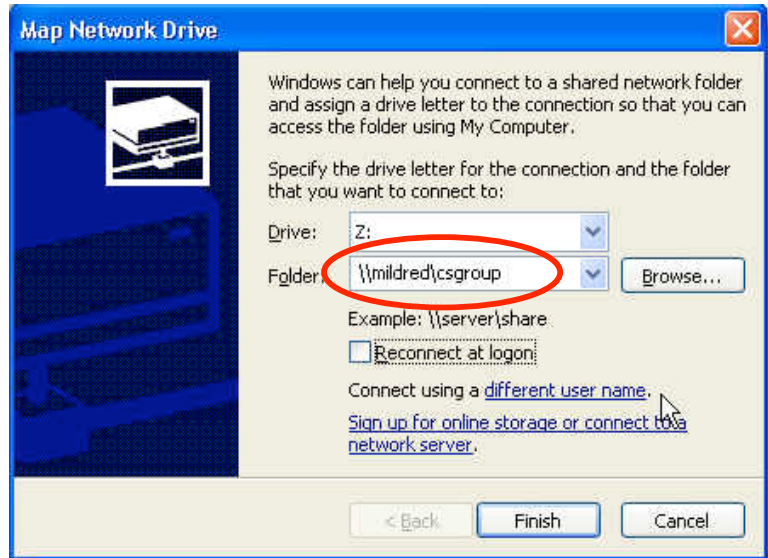
    a. In the left pane of the Explorer window locate the **My Computer** or **My Network Places** icon

    b. **Right click** on the icon

    c. From the menu, choose **Map Network Drive**

5. The **Map Network Drive Window** opens

5

6. In the **Folder** field type the name of the server and folder



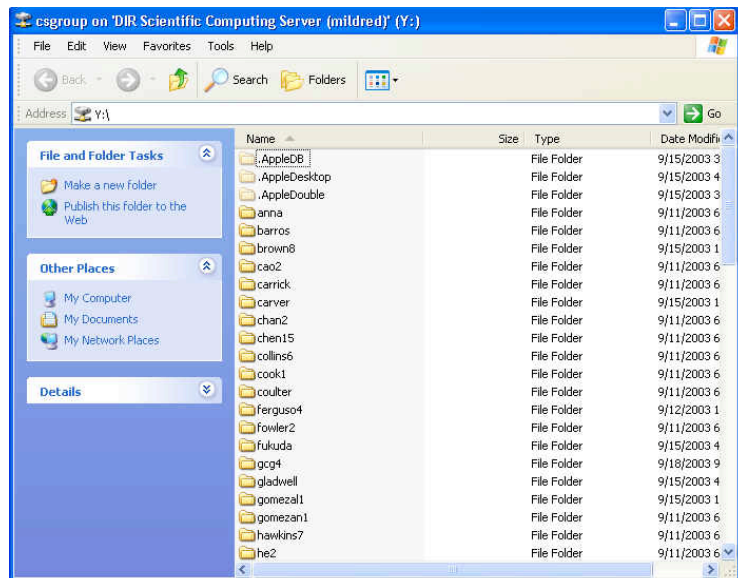**Hint:** The **Backslash** ( **\** ) is usually located directly above the **Enter** key

The syntax is \\servername\foldername

For the **Core Sequencing** group the address is:

**\\mildred\csgroup**

> **Note:** To skip steps 8-9 and go directly to your Folder add another backslash and your folder name:
> **\\mildred\csgroup\yourfoldername**

7. Click on the **Finish** button

8. The **csgroup** folder window opens



9. Locate and open your folder

**Appendix A**: Connect to Mildred when you are not logged into the computer (when using someone else's machine)
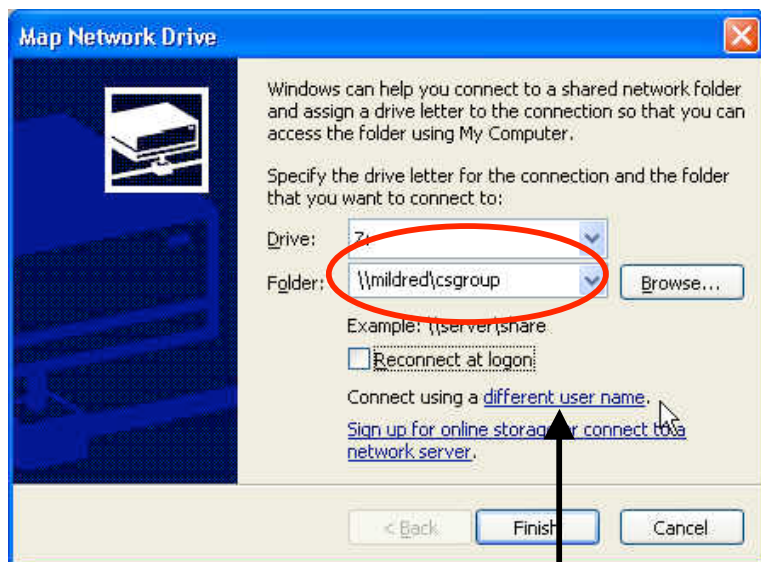
Follow any of the methods described above to open the Map Network Drive window

1. The Map Network Drive Window opens

2. In the Folder field type the name of the server and folder

   The syntax is \\servername\foldername

   For the **Core Sequencing** group the address is:
   **\\mildred\csgroup**



3. Click on the **Connect using a different user name**
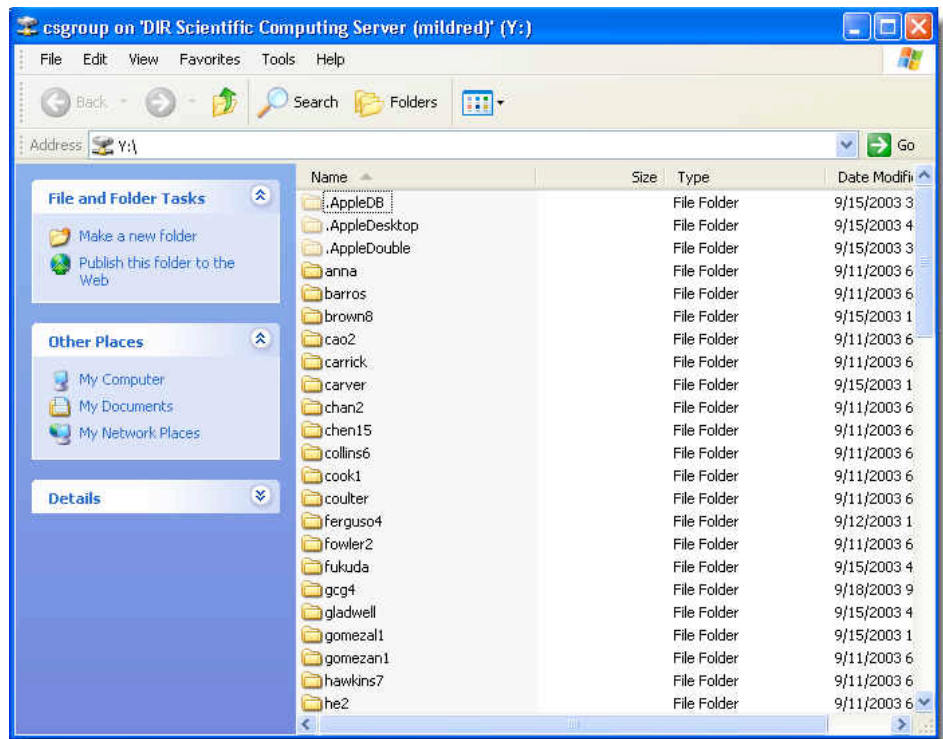
4. The **Connect As** window opens.

5. In the **User name** field type:

   **nih\your userID**

6. In the **Password** field type your NT password (same as your Outlook password)

7. Click **OK**

8. Click **Finish**

9. The **csgroup** folder window opens
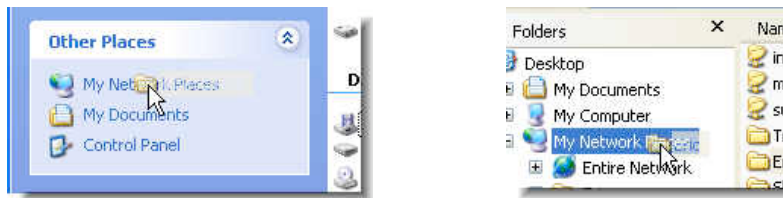


10. Locate and open your folder

## Appendix B

Create a shortcut by adding a network place to My Network Places

Create a shortcut on your computer to the csgroup folder

1. Open a window that displays your csgroup folder (refer to earlier portion of document if needed)

   **Option A:**

   2. Put cursor over folder

   3. Drag and drop your folder onto the **My Network Places** icon



   4. This action creates a shortcut in **My Network Places**

   5. Open My Network Places to rename shortcut if needed

   6. Open My Network Places to use shortcut.

   **Option B:**

   2. Put cursor over folder

   3. Right click, hold and drag the folder to the desired location on your computer.

   4. When you let go a small menu will appear

   5. Choose Create Shortcut Here